

DPR-1040
NS-62-4822

Ex 1

MEMORANDUM FOR: Deputy Director (Support)
SUBJECT : Obligated Service Agreements for External Trainees

1. This memorandum contains a recommendation for approval of the Deputy Director (Support). Such recommendation is contained in paragraph 6.
2. I wish to propose that the Office of Training be authorized, in consonance with the sentiment of the Government Employees Training Act, to regularize a requirement for external trainees to sign obligated service agreements.
3. On this point the essence of the governing statute is that an employee who is selected for external training will be required, prior to actual assignment to training, to enter into a written agreement to continue in the service of the Agency for a stipulated period of time following completion of the training program. Although PL 85-507 requires such an agreement only for non-Government facilities, we propose to extend this policy to Government facilities as well.
4. In the application of the policy stated above, the period of obligated service will normally be computed as three times the duration of time in training and will date from the termination of the period of training. The minimum period of obligated service will be one year. When the training represents a substantial Agency investment, we may introduce a greater than three-for-one factor with a corresponding increase in the period of obligated service.
5. The general types of external training for which the requirement of a continue-in-service agreement is envisaged as suitable are:
 - a. Full-time academic or intern programs of three months' duration or longer, regardless of cost.
 - b. Training programs involving travel, per diem, and tuition costs, in any combination, of \$500 or more, regardless of duration.
 - c. Senior Officer Courses, including the Foreign Service Institute's Senior Seminar in Foreign Policy and Harvard University's Advanced Management Program.

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d. Part-time programs which, in aggregate credit earned or training time invested, will amount to 12 semester hours or the equivalent.

6. I recommend that, even though the Agency enjoys the privilege of exception from Section 11 of PL 85-507, the policy stated in paragraph 3 be affirmed and that the ground rules set forth in paragraphs 4 and 5 be approved for immediate application.

MATTHEW BAIRD
Director of Training

APPROVED: 15 Oct 62
Date

15/

Deputy Director (Support)

Distribution: 0 & 2 - R/TR
2 - DD/S
✓2 - DTR

STATINTL

CTR:RS:^{bud} WLG/WER/mpd/ [REDACTED] (3 Oct 62)

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director of Training ID-0418 Hdqrs.	16 Oct.	WCH 1962
2			
3	Director of Training		WCH
4	DDTR	16 Oct.	WCH gm
5	OYR	18 OCT 1962	MB
6	file R/TR		
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks: SUBJECT: Obligated Service Agreements
for External Trainees
#3 - For signature.

Wendell prepared most of this, and I
think it is an effective piece.
Please note that this deals only with
external trainees. If approved, is there
merit in a similar extension to cover
internal training and JOT's in particular?

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
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